



NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

CHAPTER: 46.2

TITLE: EMERGENCY OPERATIONS PLAN

EFFECTIVE: 12/17/2017

REVISED: Replaces Policy 206

PURPOSE

As part of the City of New Orleans overall Emergency Operations Plan, the New Orleans Police Department has prepared a department specific Emergency Operations Plan for use by all employees in the event of a major disaster, civil disturbance, mass arrest or other emergency event.

DEFINITIONS:

Essential Employee—A certain employee or class of employee deemed by the Appointing Authority (Superintendent of Police) as absolutely essential to the efficient and effective operation of the organization (NOPD) because of special skills or abilities. All commissioned members of the NOPD are classed as “essential employees” during the activation of the New Orleans Police Department Emergency Operations Plan.

Incident Command System (ICS)—A standard, on-scene, all-hazards incident management system. The ICS has been established by the National Incident Management (NIMS) as the standardized incident organizational structure for the management of all incidents.

National Incident Management System (NIMS)—A comprehensive national approach to domestic incident management, applicable at all jurisdictional levels and across all functional disciplines. The NIMS represents a core set of doctrine, principles, terminology, and organizational processes to enable effective, efficient and collaborative incident management at all levels. To provide the framework for interoperability and compatibility, the NIMS is based on a balance between flexibility and standardization.

POLICY STATEMENT

1. The New Orleans Police Department follows the principles of Incident Command (IC) and the structures and guidelines of the National Incident Management System (NIMS).
2. The New Orleans Police Department Emergency Operations Plan provides for a strategic response by all employees and assigns specific responsibilities in the event the plan is activated.
3. The City of New Orleans Emergency Operations Plan, including the department's-

specific Emergency Operations Plan, shall comply with the State of Louisiana Emergency Operations Plan (**La. R.S. 29:722 (A) (3)**; Exec. Order BJ 08-32).

4. The City of New Orleans Emergency Operations Plan and the department's specific Emergency Operations Plan provide guidance for emergency operations within the City of New Orleans and outside as may be required.
5. When the Mayor of New Orleans declares an official emergency and orders that only "essential" employees report to work and that all "non-essential" employees remain away from work, such non-essential employees will be granted official emergency leave.
6. All members of the New Orleans Police Department, in any grade or classification, are required to familiarize themselves with the City of New Orleans Emergency Operations Plan, including the department's-specific Emergency Operations Plan.
7. Each Commander shall notify every member, in any grade or classification, under his/her command of the member's status as "essential employee" within the meaning of this Chapter and the member's duties under the Plans.

ACTIVATING THE EMERGENCY OPERATIONS PLAN

8. The City of New Orleans Emergency Operations Plan can be activated in a number of ways:
 - (a) The Superintendent of Police or his designee can request activation of the City of New Orleans Emergency Operations Plan through the New Orleans Office of Homeland Security and Emergency Preparedness (NOHSEP) in response to a major emergency.
 - (b) The New Orleans Office of Homeland Security and Emergency Preparedness can activate the City of New Orleans Emergency Operations Plan in response to a major emergency/event.
9. Upon activation of the City of New Orleans Emergency Operations Plan or the department's specific Emergency Operations Plan, the Superintendent of Police, or his/her authorized designee, shall contact the New Orleans Office of Homeland Security and Emergency Preparedness to assist with mutual aid response from local, state and federal law enforcement agencies with providing requested resources to this department.

RECALL OF POLICE DEPARTMENT ESSENTIAL EMPLOYEES

10. In the event that the plan is activated:
 - (a) **Essential employees** of the New Orleans Police Department are subject to immediate recall.
 - (b) All annual leave for essential employees will be terminated.
11. Employees are also subject to recall during "extraordinary circumstances" as deemed necessary by the Superintendent of Police, or his/her authorized designee. Extraordinary circumstances shall include, but are not limited to:
 - (a) The formation of a tropical storm or hurricane within the Gulf of Mexico.
 - (b) Natural disasters (flood, tornado, wildfires, etc.).
 - (c) Man-made disasters (HazMat spill, conflagration, etc.).
 - (d) Terrorist activity or suspected terrorist activity (mass casualty, bomb, active shooters, etc.).
 - (e) Civil disturbances (riot, large scale demonstration, etc.).
 - (f) Any other event declared to be an emergency by the Superintendent of Police or

his/her designee.

12. Failure of an essential employee to promptly respond to an order to report for duty during a plan activation shall result in disciplinary action, up to and including dismissal.
13. Only the Superintendent of Police can grant annual leave to an essential employee once the Emergency Operations Plan has been activated or a recall during extraordinary circumstances has been ordered by the Superintendent.

MEMBER RESPONSIBILITY

14. Once a member is informed by any supervisor or made aware of an alert through the media or any other source, he/she shall immediately contact his/her unit for instructions.
15. If a member is an essential employee as defined in the Chapter or designated as such by an existing Plan or supervisor and cannot contact his/her unit or supervisor, the member shall report for duty at one of the following:
 - (a) His/her normal place of assignment.
 - (b) Any of the Major Field Command Posts listed in the Emergency Operations Plan.
16. If a member is an essential employee as defined in the Chapter or designated as such by an existing Plan or supervisor and cannot return to the City due to a physical impossibility such as road closures, flooding, etc., the member shall report for duty at one of the following:
 - (a) The Major Field Command Post located outside the City of New Orleans (see the Emergency Operations Plan for the location).
 - (b) The closest Louisiana State Police Troop and request assistance in returning to the City of New Orleans.

THE EMERGENCY OPERATIONS PLAN

17. A copy of the current City of New Orleans Emergency Operations plan is available in the New Orleans Office of Homeland Security and Emergency Preparedness.
18. A copy of the New Orleans Police Department Emergency Operations plan is available in the Compliance Bureau - Policy Standards Section and on the department's website (NOPD.org under the [Resources](#) folder / [Hurricane Plans](#)). All supervisors should familiarize themselves with the NOPD Emergency Operations Plan and the roles his/her members will play when the plan is implemented, as well as the City's plan.

UPDATING THE PLAN

19. The Compliance Bureau - Policy Standards Section is responsible for updating the NOPD Emergency Operations Plan on an annual basis and to ensure the plan conforms to any revisions made by the Governor's Office of Homeland Security and Emergency Preparedness or the National Incident Management System (NIMS).

TRAINING AND BRIEFING

20. Each Bureau Chief and their Commanders shall have a briefing on the New Orleans Police Department Emergency Operations Plan and his/her Bureau's responsibilities under the plan within one month of the annual plan's release by the Compliance

Bureau – Policy Standards Section. Commanders will be responsible for having briefings for all essential employees in his/her command after the Bureau briefing.

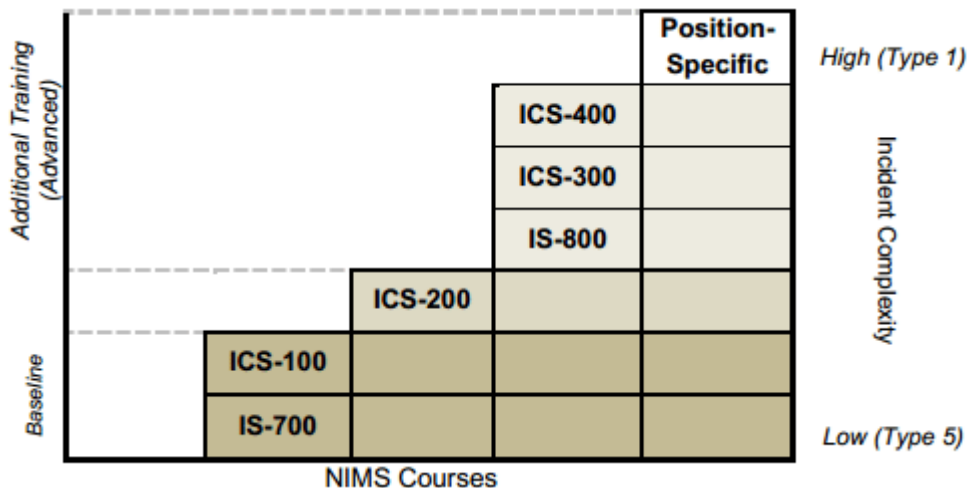
21. All supervisors should familiarize themselves with the department's Emergency Operations Plan and the roles his/her subordinates and/or essential employees will play when the plan is activated.
22. All members of the Department shall receive training in NIMS and IC commensurate with his/her individual responsibilities and duties within the organization and under the City and NOPD Emergency Operations Plans. **(See Appendix A – Incident Command / NIMS Courses for access to training links.)**
23. The following Incident Command / NIMS course requirements and deadlines apply to all commissioned members and all essential employees as defined in this Chapter:
 - (a) All commissioned members and essential employees must show satisfactory completion of IS 100 and IS 700 within 60 days of the effective date of this Chapter or prior to the conclusion of Phase 2 of the FTO Training Program for new hires.
 - (b) All commissioned supervisors and supervisory essential employees must show satisfactory completion of IS 200 and IS 800 within 120 days of the effective date of this Chapter or within 60 days of promotion to a supervisory position or classification.
 - (c) All Captains, Majors, Commanders, Deputy Chiefs or any member (including civilians) who operates at the ICS level of Branch Director or above must show satisfactory completion of IS 300 and IS 400 within 1 year of the effective date of this Chapter or within 1 year of promotion to one of these positions or classifications.

Appendix A – Incident Command / NIMS Courses

The course listed below are introductory courses that may be taken online from ANY computer with internet access. The member will have to create a student identification number / registration (which is outlined in every course link). Once successfully completed, the member can print a certificate and have it entered into INSIGHT / PowerDMS training records.

Training Program

As illustrated below, the National Incident Management System (NIMS) Training Program identifies those courses critical to train personnel capable of implementing all functions of emergency management. This program establishes the NIMS core curriculum to ensure it adequately trains emergency and incident response personnel to all concepts and principles of each NIMS component. [Click on this link to access the NIMS Training Program document.](#)



Baseline Courses

- **IS-700 NIMS, an Introduction:** This independent study course introduces the NIMS concept. NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.
- **ICS-100 Introduction to the Incident Command System:** This independent study course introduces ICS and provides the foundation for higher level ICS training. It describes the history, features and principles, and organizational structure of the system. This course also explains the relationship between ICS and NIMS.

Additional Courses

- **ICS-200 ICS for Single Resources and Initial Action Incidents:** This independent study course is designed to enable personnel to operate efficiently during an incident or event within the ICS. ICS-200 provides

training and resources for personnel who are likely to assume a supervisory position within the ICS.

- **IS-800 National Response Framework (NRF), an Introduction:** The course introduces participants to the concepts and principles of the NRF.

The below courses cannot be taken online but are available free to the agency. They are required for higher level ICS functions and Departmental decision makers (Captain, Major, Commander, and Deputy Chief) or anyone who operates at the ICS level of Branch Director or above.

- **ICS-300 Intermediate ICS for Expanding Incidents:** ICS-300 provides training and resources for personnel who require advanced knowledge and application of the ICS. This course expands upon information covered in the ICS-100 and ICS-200 courses.
- **ICS-400 Advanced ICS:** This course provides training and resources for personnel who require advanced application of ICS. This course expands upon information covered in ICS-100 through ICS-300.